

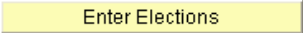
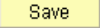





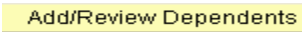




State of Indiana eBenefits Enrollment Election Quick Step Guide









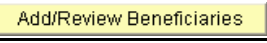

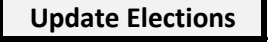




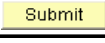

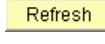


Employee Name: _____ Payroll: _____ ID No: _____

User ID: _____ Password: _____

YOU MUST ENTER YOUR BENEFITS ELECTIONS BY:
YOUR BENEFITS BECOME EFFECTIVE ON:
YOUR HSA CONTRIBUTIONS, IF APPLICABLE, BEGIN ON:

Below are the steps to follow to enter benefits enrollment selections for State of Indiana full-time new hires, rehires, or part-time/intermittent employees who are becoming full-time employees. It is important to read and follow all benefits enrollment instructions carefully.

1.	Log onto your PeopleSoft INSTEP State Employee Portal at: www.in.gov/spd/instep If you do not have your PeopleSoft Password, contact the IOT Helpdesk: (317) 234-HELP (4357) OR (800) 382-1095.
2.	Click the Human Resources Human Resources link on the left side of the screen. A new page will populate.
3.	In the middle of the new page, locate the Enrollment Elections section, and click the Enter Elections  button.
4.	<p>Review your personal information. If you need to add or update:</p> <ul style="list-style-type: none"> • your home or mailing address, click the yellow Change home/ mailing addresses button; • your phone numbers, click the yellow Change phone numbers button; • your emergency contacts, click the yellow Change emergency contacts button; • your email addresses, click the yellow Change email addresses button; <p>Click the Save  button and the OK  button after each change.</p> <p>After all information has been updated, click the Return to Personal Information Return to Personal Information link to return to the Personal Information page.</p> <p>NOTE: If any changes to marital status, employee information, or ethnic groups are required, contact your agency human resources department, so they may update their records.</p>
5.	Click the Proceed to Benefits Enrollment  button.
6.	Click the Select  button to make your benefits elections.
7.	Click the Edit  button next to medical.
8.	Click the Option  button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the Waive option.
9.	<p>Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll check box is marked.</p> <p>To add or make changes to dependents, click the Add/Review Dependents  button.</p> <p>To add a dependent, click the Add a dependent or beneficiary Add a dependent or beneficiary link.</p> <p>To make changes to a dependent, click on their name and then the Edit  button and make changes.</p> <p>After all changes are completed, click the Save  button, click the Return to Dependent/Beneficiary Summary Return to Enrollment Dependent/Beneficiary Summary link, and click the Return to Event Selection Return to Event Selection link.</p> <p>Not entering a Date of Birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; DO NOT add duplicate information to correct/change relationship or status.</p>
10.	When finished, click the Update Elections  button to review your election information. Click the Update Elections  button to return to the Election summary page. (Employees selecting a CDHP will have to verify eligibility by reviewing the requirements and selecting Yes or No button).

11.	If you selected a Consumer Driven Health Plan (CDHP), click the www.theHSAauthority.com link to complete the Towerbank application. The employer code is 100366 . You will need the social security numbers and birthdates of all beneficiaries and authorized signers. Select which HSA plan you wish to enroll and enter your annual contribution amount, if any. When finished, click the  button to review your election information. Click the Update Elections  button to return to the Enrollment summary page.
12.	Repeat steps 6 - 9 to select Dental and Vision plans.
13.	Click the Edit  button next to Medical Spending Account. Click the Option  button next to the type of account you wish to enroll.
14.	Enter the amount you wish to contribution into the Annual Pledge field. If you need help figuring out how much to contribute, PeopleSoft can help by clicking the Worksheet Worksheet link.
15.	When finished, click the  button to review your election information. If correct, click the  button to return to the Enrollment Summary page.
16.	Repeat steps 12 - 14 to enroll in the Dependent Spending Account.
17.	Click the Edit  button next to Basic Life. Select the Option  button to enroll.
18.	Scroll to the bottom of the page to review your beneficiary information. Click the Add/Review Beneficiaries  button to make any changes.
19.	Review the Primary and Secondary beneficiary allocations. Edit the allocation as desired.
20.	When finished, click the  button to review your election information. If correct, click the  button to return to the Enrollment Summary page.
21.	Repeat steps 16 - 19 to enroll in Supplemental Life.
22.	Click the Edit  button next to Dependent Life. Select your desired coverage level and click the checkboxes <input type="checkbox"/> next to each dependent's name to enroll them in the plan.
23.	When finished, click the  button to review your election information. If correct, click the  button to return to the Enrollment Summary page.
24.	To submit your elections, click the Submit  button.
25.	Click the I Agree option to accept or I Disagree option to decline for the Non-Tobacco Use Agreement .
26.	Click the Payroll Deduction Authorization checkbox <input type="checkbox"/> to authorize your deductions.
27.	Click the Submit  button.
28.	Click the OK  button.
29.	A new page will populate with a Benefit Statement and AS-47 hyperlink. Click the refresh  button until the Status column for the Self-Service Benefit Statement and AS-47 for Self-Service reports show Posted .
30.	Click the Self-Service Benefit Statement Self-Service Benefit Statement link to open the statement, review your elections, and print it for your files.
31.	Click the AS-47 for Self-Service AS-47 for Self-Service link to open the AS-47, print it, sign it, and submit to your agency's payroll department immediately.
32.	Click the Continue  button to return to the main Benefits Enrollment page.
33.	Click the Sign out  link in the upper-right-hand corner to close your PeopleSoft session.
34.	End of Procedure.

Please contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free 1-877-248-0007. Employees within the Indianapolis area can call 317-232-1167.